

# **Llanrug Community Council**

## **Standing Orders**

### **Introduction**

**Standing orders are the council's written rules. They are used to confirm the council's internal organisational, administrative and procurement procedures in meetings. They differ to the council's policies, but they may refer to them. A local council must have standing orders to procure contracts.**

**The full meetings of a council, the councillors, the Responsible Financial Officer and the Appropriate Officer are subject to a number of statutory requirements. A council must have standing orders to confirm those statutory requirements. A council must have standing orders to govern the number, venue, quorum, notices and other procedures for committee and sub-committee meetings because they have fewer statutory requirements. If they have no standing orders, committees and sub-committees may adopt their own standing orders.**

## **1. Introduction to the Standing Orders**

**1.1 These Standing Orders exist to ensure that Llanrug and Cwm y Glo Community Council's procedures are implemented in an orderly and consistent manner.**

**1.2 These rules are applicable to all the Council's meetings.**

**1.2.1 The Council has adopted a number of policies for its activities and these are included in the appendix to this document.**

**1.3 The Chairman's decision (in consultation with the Clerk) shall be final in any interpretation of the Council's Standing Orders.**

## **2 Council Meetings**

**2.1 The motions on the agenda shall be considered in the order they appear unless the order is changed at the discretion of the chair of the meeting.**

**2.2 A motion (including an amendment) will not be debated unless moved and seconded.**

**2.3 The chair of the meeting may deal with a motion on the agenda that has not been proposed by its proposer as one which has been withdrawn.**

**2.4 If a motion (including an amendment) has been seconded, the proposer can only withdraw it with the consent of the seconder and the meeting.**

**2.5 An amendment is a motion to delete or add words to a motion. It will not negate the motion.**

**2.6 If an amendment to the original motion is accepted, the original motion becomes a substantial motion on which an amendment or amendments may be tabled.**

**2.7 An amendment may not be tabled unless an early oral notice is given of it at the meeting and, if the chair of the meeting so requests, unless it is submitted in writing to the chair.**

**2.8 A councillor may submit an amendment to their own motion if the meeting consents to it. If the motion had been seconded previously, the agreement of the**

**seconded and the meeting must be sought before tabling the amendment.**

- 2.9 If there is more than one amendment to an original or substantial motion, the amendments are tabled in the order determined by the chair.**
- 2.10 Subject to standing order 1(k) below, one amendment is tabled and debated at a time, and the chair of the meeting shall decide on the order in which they are presented.**
- 2.11 One or more amendment may be debated together if the chair of the meeting considers it advantageous but each amendment must be voted on separately.**
- 2.12 One or more amendment may be debated together if the chair of the meeting considers it advantageous but each amendment must be voted on separately.**
- 2.13 A councillor may not table more than one amendment to an original or substantial motion.**
- 2.14 The proposer of an amendment has no right of reply at the end of a discussion on it.**
- 2.15 Where a series of amendments to an original motion are accepted, the proposer of the original motion shall have the right of reply either at the end of the discussion on the first amendment or at the end of the debate on the last substantive motion immediately before taking a vote on it.**
- 2.16 Unless the chair of the meeting so permits, a councillor may speak only once in discussion of a motion other than:**
- i. to speak on an amendment tabled by another councillor;**
  - ii. to table or speak on another amendment if an amendment to the motion has been tabled since he/she last spoke;**
  - iii. to make a point of order;**
  - iv. to offer a personal explanation; or**
  - v. in the use of a right of reply.**
- 2.17 When discussing a proposal, a councillor may intervene only on a point of order or to offer a personal explanation and the councillor who is interrupted will cease to speak. The councillor who raises a point of order shall name the standing order which he or she considers has been breached or identify any irregularities he or she is concerned about in the way the meeting is conducted.**
- 2.18 The chair of the meeting shall make a decision on a point of order and his/her decision will be final.**
- 2.19 Where a motion is debated, no other motion will be tabled except:**
- i. to table an amendment to the motion;**

- ii. to move on to the next item;
  - iii. to adjourn the discussion;
  - iv. to vote on the motion;
  - v. to ask that a person should not be given a further hearing or should leave the meeting;
  - vi. to refer the proposal to a committee or sub-committee for consideration;
  - vii. to exclude the public and the press;
  - viii. to adjourn the meeting; or
  - ix. to prevent certain standing order(s) other than those reflecting mandatory statutory requirements.
- 2.20 Before voting on an original or substantial motion, the chair of the council must be satisfied that the proposal was adequately discussed and that the proposer of the proposal in question has used or waived his or her right of reply.
- 2.21 With the exception of motions tabled under standing order 1(r) above, contributions or speeches by a councillor shall relate only to the motion in question and shall not exceed 5 minutes without the consent of the chair of the meeting.











### **3 Unruly behaviour in meetings**

- a No person shall suspend the work of a meeting or act offensively or inappropriately. If this standing order is ignored, the chair of the meeting will ask such person(s) to calm down or improve their behaviour.
- b If a person(s) ignores the request of the chair of the meeting to calm down or improve their behaviour, any councillor or chair of the meeting may propose that the person should no longer be given a hearing or should be excluded from the meeting. The motion, if seconded, will be voted upon without any discussion.
- c If a decision made under standing order 3(b) above is ignored, the chair of the meeting may take reasonable steps to restore order or to move the meeting forward. This may include suspending or closing the meeting.






### **4 Meetings in general**

- Meetings of the Full Council
- Committee Meetings
- Sub-committee Meetings

- a Meetings shall not be held in building which at the time of the meeting serves alcohol, unless no other premises are available free of charge or for a reasonable cost.

-  b The minimum of three full days notice of a meeting does not include the day on which the notice was published, the day of the meeting, Sundays, the Christmas holiday, the Easter holiday or bank holidays or days set aside for public thanksgiving or mourning.
-  c The minimum of three full days of public notice of a meeting does not include the day on which the notice was published or the day of the meeting unless the meeting is convened at shorter notice.
-   d Meetings shall be open to the public unless their presence is prejudicial to the public interest because of the confidential nature of the issues to be discussed or for other special reasons. The public will be excluded from the meeting or part of it by a resolution setting out reasons for excluding the public.
- e Members of the public may comment, answer questions and give evidence at a meeting they are entitled to be at in relation to the issues on the agenda.
- f The time allocated for public participation in a meeting in accordance with standing order 4(e) above shall not exceed **30** minutes unless the chair of the meeting decides otherwise.
- g Subject to standing order 4(f) above, a member of the public shall not speak for more than **5** minutes.
- h In accordance with standing order 4(e) above, a question will not have to be answered at the meeting or open a discussion on the question. The chair of the meeting may state that a written or oral response should be given.
- i A person speaking at a meeting will direct their comments to the chair of the meeting.
- j Only one person may speak at a time. If more than one person wants to speak, the chair of the meeting will decide the order in which they shall speak.
-   k The proceedings of the meeting may not be photographed, recorded, broadcast in any way without the prior written consent of the Council.
-   l The press will be provided with reasonable facilities for the reporting of a meeting or part of which they are entitled to attend.
-  m Subject to standing orders stating otherwise, anything authorised to be done by, to or before the Chair of the Meeting may be done in his absence by, to or before, the Vice-Chair of the Council (if there is one).
-  n The Chair, if present, will preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair, if present, shall preside. If both the Chair and Vice-Chair are absent from a meeting, a councillor chosen by councillors

present at the meeting will preside at the meeting.

-  o Provided that there is a quorum at a meeting, each matter at a meeting will be determined by the majority of councillors or councillors present entitled to vote and voting.
-  p The chair of a meeting may cast an original vote on any matter on which a vote is taken, and when the vote is tied he/she may use his/her casting vote whether he/she used an original vote or not.
- q Unless standing orders state otherwise, a vote on an issue will be held by a show of hands. If a councillor so requests, voting on any matter will be recorded to show whether each councillor present and voting voted in favour or against the matter in question. Such a request should be made before proceeding to the next agenda item.
- r The minutes of a meeting will include a detailed record of:
  - i. the time and location of the meeting;
  - ii. the names of councillors present and absent;
  - iii. interests declared by councillors and non-councillors with voting rights;
  - iv. whether a councillor or non-councillor with voting rights left the meeting when matters with interests in them were being discussed;
  - v. whether there was a public participation session; and
  - vi. the decisions made.
-  s A councillor or non-councillor with voting rights who have a personal or prejudicial interest in a matter discussed at a meeting which limits their right to participate in a discussion or vote on that matter is strictly bound by commitments in the code of conduct adopted by the council.
-  t No work may be performed at a meeting unless at least one third of the total number of council members are present and under no circumstances shall a meeting quorum be fewer than three.
-  u If there is no quorum at a meeting no work can be carried out and the meeting shall be closed. The issues on the agenda for the meeting will be deferred until a future meeting.
- v A meeting shall not last for more than **2 1/2** hours.

## 5 Committees and sub-committees

- a Unless the council decides otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.
- b Members of the committee may include non-councillors unless it is a committee

- that regulates and manages the council's finances.
- c Unless the council decides otherwise, all members of the advisory committee and sub-committee of the advisory committee may be non-councillors.
  - d The council may appoint standing committees or other committees as required, and:
    - i. it will set their terms of reference;
    - ii. it shall determine the number and timing of ordinary meetings of a standing committee up to the date of the next annual meeting of the full council;
    - iii. it will allow a committee, except for ordinary meetings of a committee, to determine the number and timing of its meetings;
    - iv. it shall, subject to standing orders 5(b) and (c) above, appoint and specify the terms of service of members of such a committee;
    - v. may, subject to standing orders 5(b) and (c) above, appoint and specify the alternate periods of service of committee members who will replace the ordinary members at a meeting of the committee if the ordinary members of the committee confirm to the Appropriate Officer (The Clerk), 3 days before the meeting that they cannot attend; giving a reason e.g. illness, holidays etc.
    - vi. shall, after the appointment of standing committee members, appoint the chair of the standing committee;
    - vii. it will allow a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
    - viii. it shall specify a place, notification requirements and quorum for a meeting of a committee and sub-committee of no fewer than three;
    - ix. it will decide if the public can participate in a committee meeting;
    - x. it shall decide if the public and the press may attend sub-committee meetings and specify the requirements for prior notification of the public, if any, for sub-committee meetings;
    - xi. it will decide whether the public can participate in a meeting of the sub-committee they are entitled to attend; and
    - xii. it can dissolve a committee.

## **6 General council meetings**

- a In an election year, the annual meeting of the council is held on or within 14 days following the day on which the new councillors elected take office.
- b In a non-election year, an annual council meeting will be held on whichever day in May the council chooses.
- c If no other time is specified, the council's annual meeting will be held at 6pm.

- d In addition to the council's annual meeting, any number of other ordinary meetings may be held each year on whichever date and time the council chooses.**
- e The first issue addressed at the council's annual meeting will be the election of the Chair and Vice-Chair (if any) of the Council.**
- f The Chair of the Council shall, unless he/she has resigned or been disqualified, continue in office and preside at the annual meeting until his/her successor is elected at the next annual meeting of the council.**
- g The Vice-Chair of the Council shall, if any, unless he/she has resigned or been disqualified, be in office until immediately after the election of the Chair of the Council at the next annual meeting of the council.**
- h In an election year, if the current Chair of the Council was not re-elected as a member of the council, he/she shall preside at the meeting until the new Chair of the Council is elected. The current Chair of the Council will not have an original vote for the election of the new Chair of the Council but must use a casting vote if the voting is tied.**
- i In an election year, if the current Chair of the Council was re-elected as a member of the council, he/she shall preside at the meeting until the new Chair of the Council is elected. He/she may use an original vote for the election of the new Chair of the Council and must use a casting vote if the voting is tied.**
- j Following the election of the Chair and the Vice-Chair (if any) of the Council at the annual meeting of the council, the work of the annual meeting shall include:**
  - i. In an election year, the Chair of the Council and councillors shall submit their job acceptance forms unless the council decides that this can be done at a later date. In a non-election year, the Chair of the Council submits his or her acceptance of office form unless the council decides that this can be done at a later date;**
  - ii. Confirm the accuracy of the minutes of the last council meeting;**
  - iii. Receive the minutes of the last meeting of a committee;**
  - iv. Consider recommendations made by a committee;**
  - v. Review delegation arrangements to other committees, sub-committees, staff and local authorities;**
  - vi. Review of committee terms of reference;**
  - vii. Appointment of members on existing committees;**
  - viii. Appoint any new committees in accordance with standing order 4 above;**
  - ix. Review and adoption of appropriate standing orders and financial regulations;**
  - x. Review arrangements, including any charters and agency agreements, with other local authorities and review contributions made to expenditure by other local authorities;**
  - xi. Review representation on or work with external bodies and arrangements for reporting back;**
  - xii. Review inventory of land and assets including buildings and office**



- equipment;
- xiii. Confirm arrangements for an insurance guarantee for all risks insured;
  - xiv. Review council and/or staff subscriptions to other bodies;
  - xv. Review the council's complaints procedure;
  - xvi. Review the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;
  - xvii. Review the council's policy for dealing with the press/media; and
  - xviii. Determine the time and place of ordinary meetings of the full council up to and including the next annual meeting of the full council.

## **7 Extraordinary meetings of the council and committees and sub-committees**

- a The Chair of the Council may convene an extraordinary meeting of the council at any time.
- b If the Chair of the Council does not convene an extraordinary council meeting or refuses to do so within seven days of receiving a written request to do so from two councillors, any two councillors may convene an extraordinary council meeting. The public notice including the time, place and agenda of such a meeting must be signed by both councillors.
- c The chair of a committee [or sub-committee] may convene an extraordinary meeting of the committee [or sub-committee] at any time.
- d If a committee chair [or sub-committee] does not convene an extraordinary meeting or refuses to do so within 3 days of being requested to do so by 2 members of the committee [or sub-committee], any 2 members of the committee [and the sub-committee] may convene an extraordinary meeting of a committee [and a sub-committee].

## **8 Previous decisions**

- a A decision shall not be rescinded within six months except either by a special motion, which requires written notice from at least ( ) councillors to be given to the Appropriate Officer in accordance with standing order 9 below, or by a motion tabled on the recommendation of a committee or sub-committee. Where a motion has been dealt with as a result of standing order 7(a) above, a similar motion cannot be tabled within a further six month period.

## **9 Voting on appointments**

- a Where two or more persons have been nominated for office to be filled by the council and none of those persons received an outright majority of votes in their favour, the name of the person with fewer number of votes is removed from the list and a new vote will be held. This process will continue until a majority of votes have been given in favour of one person. A situation where voting is tied can be resolved by the council chair using the casting vote.

## **10 Proposals for meetings requiring a written notice to be given to the Appropriate Officer**

- a A motion will relate to the responsibilities of the meeting for which it was tabled and will relate wholly to the discharge of the functions, powers or responsibilities of the council or a matter which specifically affects the area of the council or its residents.
- b No motion may be tabled at a meeting unless it is on the agenda and unless the proposer had given written notice of its wording to the Appropriate Officer at least **2** full days in advance of the meeting. Full days do not include the day of the notice or the day of the meeting.
- c The Appropriate Officer may, before including a motion on the agenda accepted in accordance with standing order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Appropriate Officer believes that the meaning of the wording of a motion accepted in accordance with standing order 9(b) above is not clear, the motion will be rejected until the proposer of the motion re-submits it in writing to the Appropriate Officer so that it is understandable, at least **3** full days before the meeting.
- e If the wording of a proposed proposal is considered inappropriate, the Appropriate Officer will discuss with the chair of the proposed meeting or, as appropriate, the councillors who convened the meeting, to consider whether the proposal will be included on the agenda, or rejected.
- f Subject to standing order 9(e) above, the Decision of the Appropriate Officer on whether or not to include the motion on the agenda will be final.
- g Proposals are recorded in a book to that effect and numbered in order of acceptance.
- h Rejected proposals are recorded in a book to that effect and an explanation for their rejection is included by the Appropriate Officer.

# **11 Proposals for meetings which do not require a written notice**

- a** The following proposals may be tabled at a meeting without giving notice in writing to the Appropriate Officer;
- i.** correcting inaccuracy in the draft of meeting minutes;
  - ii.** moving to a vote;
  - iii.** deferring discussion of a motion;
  - iv.** refer a proposal to a particular committee or sub-committee;
  - v.** appoint a person to preside at a meeting;
  - vi.** changing the order of items on the agenda;
  - vii.** moving on to the next item on the agenda;
  - viii.** request a written report;
  - ix.** the appointment of a committee or sub-committee and their members;
  - x.** extending the time limit for speaking;
  - xi.** excluding the press and public from a meeting because of confidential or sensitive information prejudicial to the public interest;
  - xii.** refuse a further hearing to a councillor or member of the public;
  - xiii.** excluding a councillor or member of the public by reason of disorderly conduct;
  - xiv.** suspending the meeting temporarily;
  - xv.** suspend a particular standing order (unless it reflects mandatory statutory requirements);
  - xvi.** adjourn the meeting; or
  - xvii.** close a meeting.

# **12 Dealing with confidential or sensitive information**

- a** The agenda, papers supporting the agenda and the minutes of the meeting will not disclose or in any other way undermine confidential or sensitive information that would not for special reasons be in the public interest.
- b** Councillors and staff will not disclose confidential or sensitive information that would not for special reasons be in the public interest.
- c** The Council shall ensure compliance with the requirements of the Data Protection Act 1988

## **13 Draft minutes**

- a** If councillors have been given the draft minutes of a previous meeting along with the agenda for attending the meeting where their accuracy will be confirmed, they will be accepted as they stand.
- b** There will be no discussion on the draft of the minutes of a previous meeting except as to their accuracy. A motion to correct any inaccuracy in the draft must be tabled in accordance with standing order 10(a)(i) above.
- c** The accuracy of draft minutes, including any amendment(s) made to them, will be confirmed by resolution and signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d** If the chair of the meeting does not believe that the minutes are a true record of the meeting to which the minutes relate, he or she shall sign the minutes and include a paragraph as follows or to the same effect:  
"The chair of this meeting does not believe that the minutes of the meeting (dd/mm/yyy) held on [dd/mm/yyyy] in terms of (number) are an accurate record but that opinion was not supported by the meeting and the minutes were confirmed as a true record of proceedings."
- e** Having made a decision confirming the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which there are approved minutes will be destroyed.

## **14 Code of conduct and dispensation**

- a** All councillors will receive training on the code of conduct within six months of submitting their job acceptance form.
- b** Requests for dispensation must be made in writing and submitted to Gwynedd Council's standards committee as soon as possible before the meeting for which the dispensation is required.

## **15 Complaints involving the code of conduct**

- a** All complaints involving Community and Town Councils in breach of the Code of Conduct should be reported to the Public Ombudsman for Wales.
- b** The council may:
  - i.** provide information or evidence where such disclosure is necessary to ensure that the complaint is investigated or because required by law;

- ii. seek information relevant to the complaint from the person or body with statutory responsibility to investigate the matter;
- iii. indemnify the councillor or non-councillor with voting rights in respect of his/her associated legal costs and any such indemnity must be approved by a meeting of the full council.

## **16 Appropriate Officer**

**a The Appropriate Officer will be either (i) the clerk or (ii) other member(s) of staff nominated by the council to carry out the work of the Appropriate Officer when the Appropriate Officer is absent.**

**b The Appropriate Officer shall:**

**at least three full days before a meeting of the council, committee and sub-committee give councillors, in person or by post at their residences, summons, by email, confirming the time, place and agenda provided that any such email contains the electronic signature and title of the Appropriate Officer.**

- i. **give public notice of the time, place and agenda at least three full days before a council meeting or a committee or sub-committee meeting (provided that the public notice with the agenda of an extraordinary council meeting convened by councillors has been signed by them);**
- ii. **subject to standing order 9 above, include on the agenda all motions in the order in which they were received unless a councillor gave written notice at least 3 days before the meeting confirming its withdrawal.**
- iii. **convene a meeting of the full council for the election of a new Chair to the Council, because his or her office became vacant;**
- iv. **make arrangements to enable local government electors to inspect the minutes book;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. **retains job acceptance forms from councillors;**
- vii. **keep a copy of each councillor's register of interests;**
- viii. **assist with responding to requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998, in accordance with and subject to the council's policies and procedures on the matter in question;**
- ix. **receive and send correspondence and general notices on behalf of the council except where a decision has been made to the contrary;**
- x. **controls the organisation, storage, access to and destruction of information held by the council in paper and electronic form;**
- xi. **arranges for legal acts to be carried out;**
- xii. **arrange or manage the authorisation, approval and irrevocable direction of any payments to be made by the council in accordance with the council's financial regulations;**
- xiii. **record all planning applications notified to the council and the council's response to the local planning authority in a dedicated book to that effect;**

- xiv. refer a planning application received by the council to the [Chair or in his absence the Vice-Chair of the Committee] within two days of receiving it
- xv. arrange an extraordinary meeting if the nature of the planning application means that it must be considered before the next ordinary meeting.
- xvi. manage access to information about the council through the publications scheme; and
- xvii. retains the seal of the council which will not be used without making a decision to that effect.

## 16 Responsible Financial Officer

The Clerk to the Council shall act as the Responsible Financial Officer for the Council.

## 17 Accounts and accounting statements

- a "Appropriate practice" in standing orders refers to the latest version of **Governance and Accountability for Local Councils in Wales – A Practitioners' Guide**.
- b All payments by the council shall be authorised, approved and made in accordance with the law, proper practices and the council's financial regulations.
- c The Responsible Financial Officer will provide each councillor as soon as practicable after 30 June, 30 September and 31 December in each year with a statement which summarises:
  - i. the council's receipts and payments for each quarter;
  - ii. the council's receipts and aggregate payments for the year to date;
  - iii. the surplus available at the end of the quarter reported,and which includes a comparison with the budget for the financial year and which highlights any actual or potential overspends.
- d As soon as possible after the end of the financial year on 31 March, the Responsible Financial Officer will prepare:
  - i. a statement to each councillor summarising the council's receipts and payments for the last quarter and the year to date for reference; and
  - ii. to the full council the accounting statements for the year in the form of Section 1 of the annual return, as required by proper practice, for consideration and approval.
- e Year-end accounting statements are prepared in accordance with proper practice and using the form of accounts specified by the council (receipts and expenditure, or income and expenditure) for the year to 31 March. A complete

draft annual statement will be submitted to all councillors before the end of the following May. The council's annual statement, which is audited annually, including the annual governance statement, is submitted to the council for formal consideration and agreement before 30 June.

## **18 Financial and procurement regulations**

- a The council will consider and approve financial regulations prepared by the Responsible Financial Officer, which will include detailed arrangements for:
  - i. keeping accounting records and internal control systems;**
  - ii. assessing and managing financial risks faced by the council;**
  - iii. the work of the independent internal auditor in accordance with proper practice and receipt of regular reports from the internal auditor, which must be provided at least annually;**
  - iv. enabling local councillors and electors to inspect and copy council accounts and/or payment orders; and**
  - v. procurement policies (subject to standing order 18(c) below) including setting values for different procedures where a contract has an assumed value of less than [£xxxx].****
  
- b The financial regulations will be reviewed regularly and at least annually to ensure that they fit for purpose.**
  
- c Financial regulations will confirm that a proposed contract for the supply of goods, materials, services and the carrying out of works with an assumed value of more than [£xxxxx] will be procured on a formal tender basis as set out in standing order 18(d) below.**
  
- d Subject to additional requirements in the council's financial regulations, the tendering process for contracts to supply goods, materials, services or carry out work will include, as a minimum, the following actions:
  - i. a specification for the goods, materials, services or works to be performed shall be prepared;**
  - ii. an invitation to tender will be prepared to confirm (i) the council's specification (ii) the time, date and address for submitting tenders (iii) the date of the council's written response to the tender and (iv) to prohibit potential contractors from contacting councillors or staff to encourage or support their tender outside the stated process;**
  - iii. the invitation to tender will be advertised in a local paper and in such other manner as may be deemed appropriate;**
  - iv. tenders are submitted in writing in a marked sealed envelope addressed to the Appropriate Officer;**
  - v. tenders will be opened by the Appropriate Officer in the presence of at least one councillor after the tender deadline;**
  - vi. tenders will be reported and considered by the council's appropriate committee or a committee or sub-committee to which responsibility has been delegated.****

- e Neither the council, nor a committee or sub-committee to which responsibility has been delegated to consider tenders, is obliged to accept the lowest priced tender.
- f Where the value of a contract is likely to exceed £138,893 (or another threshold set out by the Office of Government Commerce from time to time) the council must consider whether the Public Contracts Regulations 2006 (SI No. 5, as amended) and the Utility Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either Regulation applies, the Council must comply with EU procurement rules).

## **19 Requests for information**

- a Requests for information held by the council will be dealt with in accordance with the council's policy on the handling of requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- b Correspondence from, and notices served by, the Information Commissioner shall be addressed by the Appropriate Officer to the chair of the committee ( ). Such a committee will have the power to do anything to ensure that the council complies with the Freedom of Information Act 2000.

## **20 Relations with the press/media**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its advisers or staff will be treated in accordance with the Council's policy on dealing with the press and/or other media.

## **22 Communication with District and County or Unity Councillors**

- a An invitation to attend the council meeting, together with the agenda, will be sent to the Unitary Council [County Borough] OR [County Council] ward councillor(s) representing the council area.
- b Unless the council decides otherwise, a copy of each letter sent to the [Unitary Council] [County Borough] OR [County Council] will be sent to the ward councillor(s) representing the council area.

## **23 Restrictions on Councillors' activity**



- a. Unless authorised by resolution, no councillor shall:**
  - i. inspect any land and/or buildings which the council is entitled or has a duty to inspect; or**
  - ii. give orders or directions**